

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Office
THRU : Chief, Records Services Division
FROM : Chief, Machine Records Branch

DATE: 13 July 1953

SUBJECT: Elimination of Overtime Hours used to Process Vouchered Payroll.

Reference letter from the Comptroller dated 8 November 1951 and CIA Regulation [redacted]

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[redacted], requests that the following be directed to the attention of the proper authorities in order to eliminate overtime in the Machine Records Branch, [redacted]

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1. The hours in excess of the regular 40 hour week presently being worked by [redacted] Machine Records Branch, could be eliminated by compliance of all offices with reference data.

2. The Chief of Vouchered Payroll Branch, Fiscal Division has prepared a list of offenses most commonly committed and a specific line of action which he may follow to correct the condition and prevent repetition of same, for the approval and signature of the comptroller.

3. At present 10% to 15% of the certified correct, Time and Attendance Report and Payroll Change Slips, Form 34-42, received in Payroll Branch, Fiscal Division are found incorrect. Approximately 50% of those reports require a phone call, in addition to the clerical work, to correct.

This results in delay in getting TA Slips in to Machine Records, thereby requiring over time work to complete payroll operations -

[redacted]
Chief, Machine Records Branch

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2 Encl.
Ltr dtd 8 November 1951
fr Comptroller

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*Discussed with [redacted] Chief Fiscal Div,
on 6/16 - Notice being
prepared to cover this problem - See
[redacted] document sent
[redacted] 9/1/53, no further action necessary*